Conf
Pam
g°
#25

Duke University Libraries
Duties of the w
Conf Pam q#25
D991395856

# DUTIES

OF THE

# WARD MASTER OF THE BAGGAGE ROOM.

I. He will on the admission of a patient take charge of his effects, register them in his book, (Form 9, Medical Regulations,) have them neatly and compactly arranged in one package, and see that it is at once placed in the proper receptacle, and numbered and labelled, with the patient's name, rank, regiment and company.

II. He will furnish for every patient a ticket, upon which will be entered a list of and receipt for each article of clothing, or other property received; and he will be held strictly accountable for the return of every article so receipted for, on the presentation of the ticket.

III. It is the duty of the Ward Master of each Medical Officer, to see that the baggage and other property of patients, are delivered to the Baggage Master promptly on their admission, properly receipted for, and returned to them when discharged from hospital.

IV. The Baggage Master will in no case, return to a patient whilst in hospital, any article for which he has receipted, unless the ticket is presented, and has endorsed on its back the receipt of the patient for the article required.

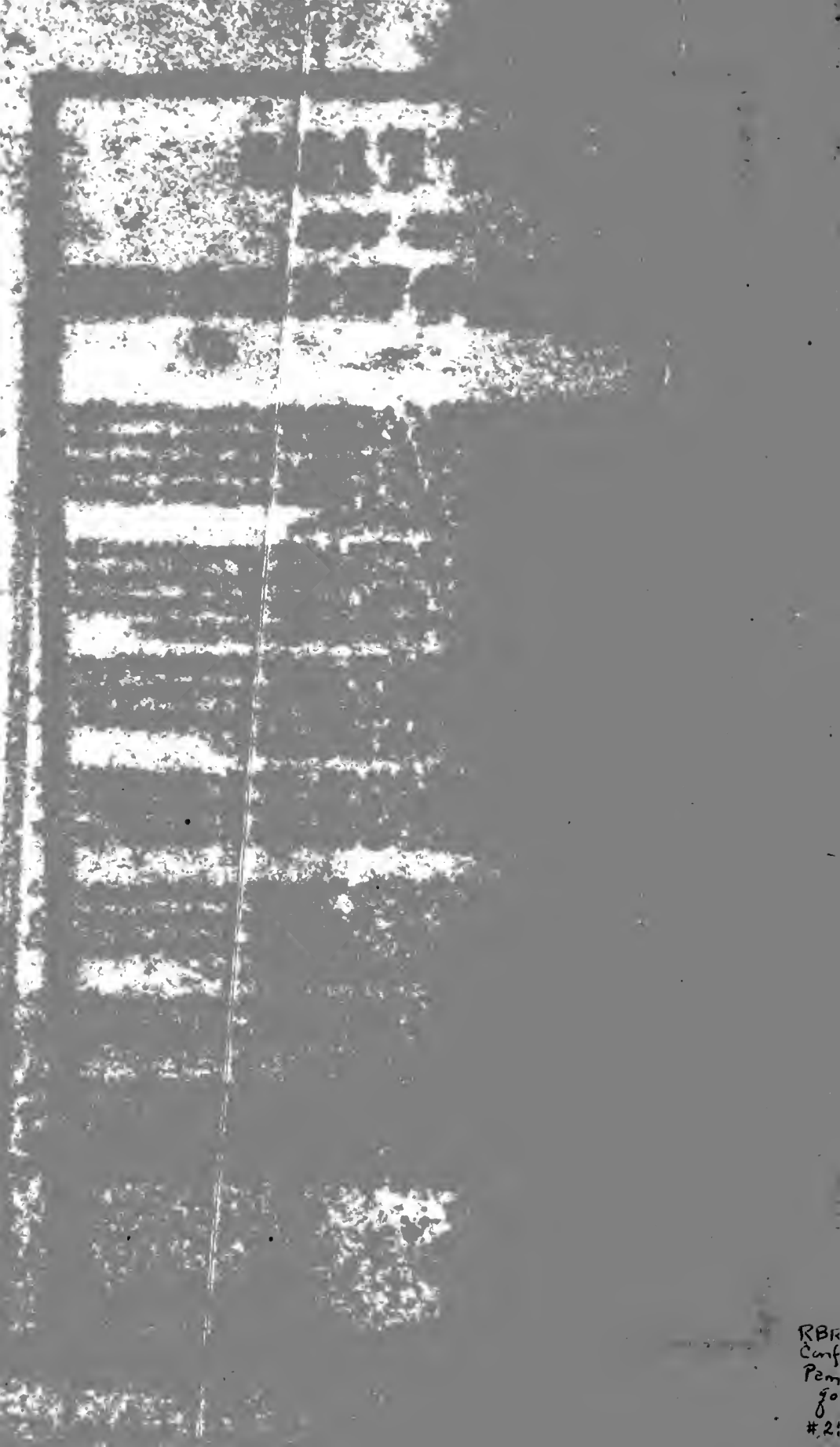
V. He will take charge of the effects of deceased soldiers; see that the clothing is properly washed; that an inventory be taken of them, and that they are turned over to the Quarter Master; presenting to this office the Quarter Master's duplicate receipts therefor.

VI. He will take charge of the guns, or any ordnance stores brought by patients admitted to this hospital, and see that they are turned over to, and receipted for by the proper officer.

VII. He will have charge of the Reading Room; will see that it is kept in good order, and open to patients at proper hours. He will be held responsible that no papers, books, &c., are destroyed or removed, and that regulations governing those admitted, are kept posted in the Reading Room.

*Surgeon in Charge.*

Burke, Boykin & Company, Printers, Macon, Georgia.



RBR
Cmp
Pam
go
#2

Hollinger Corp.
pH 8.5